Brio Tips and Tricks

PDL's

- You may select the Fiscal Month and **Ignore** the <u>Pay Period</u> screen (Do only one month at a time as it slows the download time)You will receive 2 pay periods for that Fiscal Month

- You can select <u>multiple</u> Fiscal Months and <u>multiple</u> Pay Periods

- The report will be broken down by individual with all the Pay Periods you selected for that individual

- You may select the Location only and **Ignore the Fund and Program Codes**

- Displayed will be the entire location's PDL's for all accounts

TDL's

- You can select <u>multiple Months</u> when doing a TDL

- The report is sorted by Transaction Code & Document id, not by month. It will be one long list containing information from the months you selected.

- You may select <u>multiple Funds</u> but you **must** <u>select the corresponding Program Codes</u> for each fund. (i.e. Funds-01&08   Program 016201999 & 086201666)

- ***Hold the Ctrl key to select more than one item. The report will print all of the program codes you selected for that location.

- You can select <u>multiple</u> Funds and **NO** Program Codes. ***Do not highlight any of the Program Codes or those highlighted will be the only ones reported.

- You should receive all of the Program Codes for the Funds you selected

- Your cursor should become an hourglass while the system is pulling the reports. The message "Waiting for Server" will appear in blue on the bottom left side of your screen.

- To exit the system, simply click on the X button in the top right hand corner of you screen or you may go to "File" and "Close".

- To Set Up a FDW short cut:

- At the Agency Web page, right click and a drop down menu will appear, highlight and click on "Create Shortcut".
- A FDW Shortcut icon will appear on your desktop.
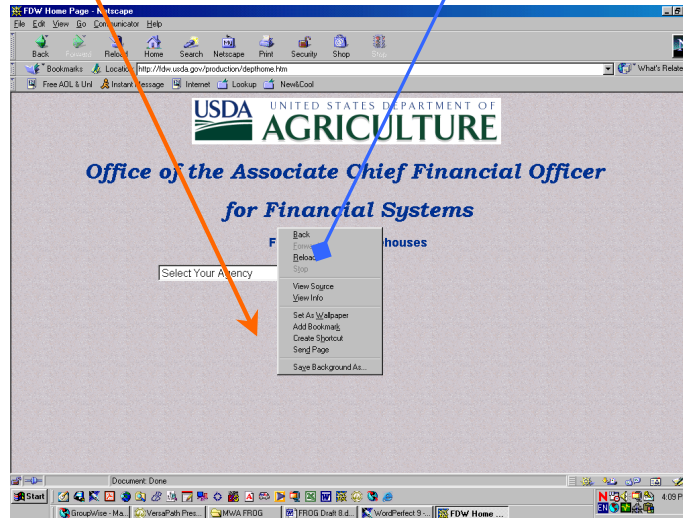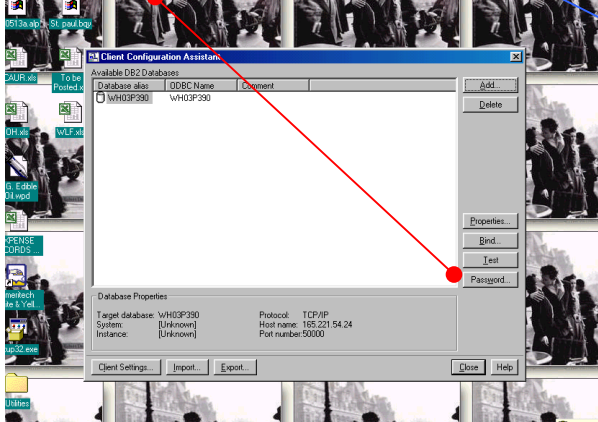

Changing your BRIO password

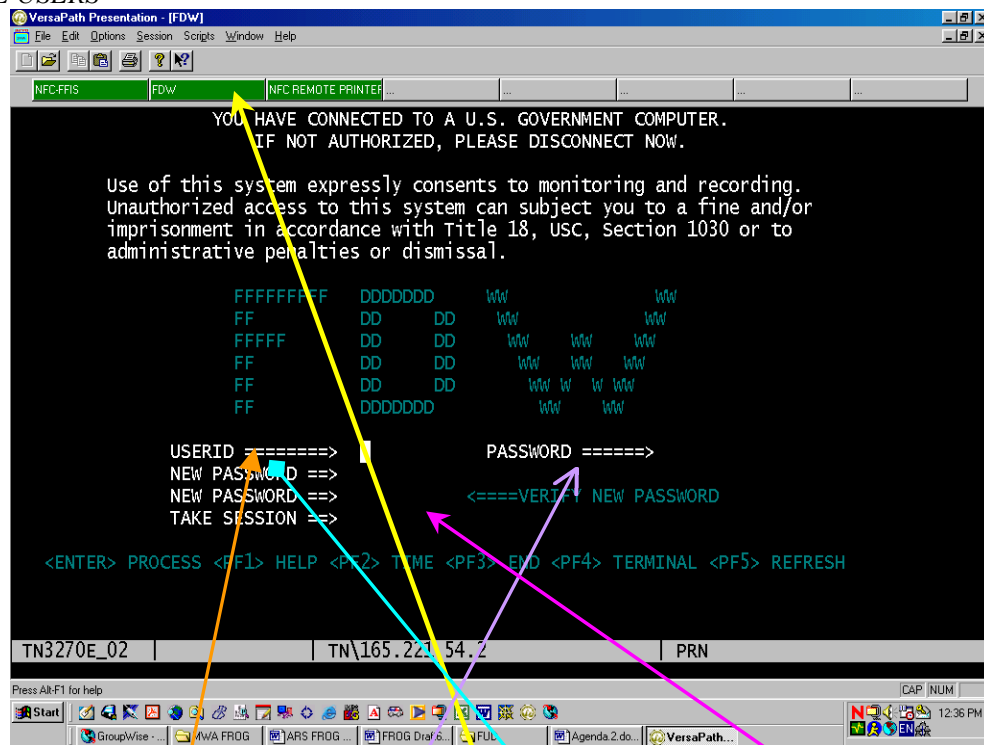For *EXPLORER* and *INSIGHT* Users ONLY (Quickview Users refer to the ALL Users section)

To change your current FDW password: Go into the "Start"Menu, select "Program", and select "IBM DB2/Client Configuration Assistant
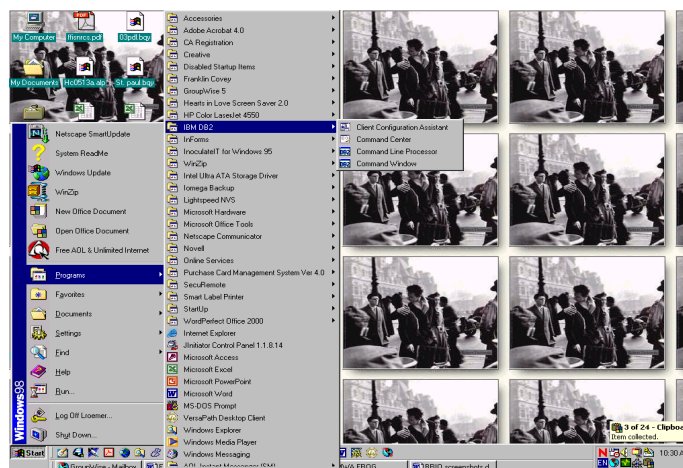
Enter your User Id/Current Password,   the "Change Password" box, enter a new
Select "Test"   password/verify, and then click "OK"
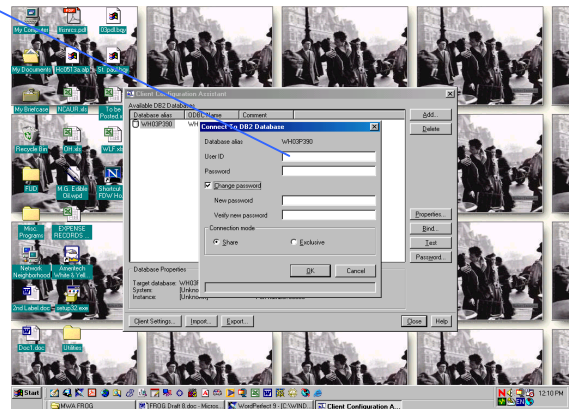
For *ALL USERS*

Once you have logged into NFC-Click on the FDW button

Then enter your USERID   Password   New Password   New Password

Hit "Enter"